

Vendor Data Standard May 5, 2010 Questions & Responses

UVA Submitted Questions

1. Why doesn't the 030 interface file contain the VLIN?

Response: The thinking was that if we did not change the format of the existing 030 file, many agencies would not have to make any changes. Also the use of VLIN is not mandatory for July 1.

However, if there is general consensus amongst current users of the 030 file, DGS can easily include the VLIN. Or if only some current users of the 030 file want the VLIN added, DGS could create an additional 030 file that includes the VLIN.

2. What is the purpose of the new 030x files? Will they replace the 030 file?

Response: The existing 030 file provides information about the vendor and their ordering address. The new 030x files include different information, such as the address file which has all the vendor addresses (ordering address, payment address, etc.) The 030x files are in addition to the existing 030 file.

3. Does a VLIN represent a unique vendor name, or a site/location within a vendor?

Response: In eVA a vendor may have multiple ordering locations. Each ordering location will have a unique VLIN.

4. What will link the sites/locations to a vendor?

Response: Each vendor location identifies a parent Tin, a parent eVA vendor ID and a parent VLIN.

5. Where will the standard name for non-eVA vendors come from?

Response: A Standard Name is not required for non-eVA vendors for July 1. Procedures for State Entered (non-eVA) vendors will be published after July 1st. In all cases, Self-Registered or State Entered, verification of vendor standard name will be accomplished using the IRS eService utility.

6. When will eVA have actual data for us to review?

Response: eVA data for the July 1st deadline will be available no later than June 25th.

7. Standard practice is to pay at corporate level, how can we separate out the various locations as requested?

Response: Agencies and Institutions will be provided the Headquarters location as well as any other location. So payments can be made to the Headquarters Location Standard Name.

8. On what files / table dumps that we submit to various state agencies (i.e. eVA, DOA/Taxation, APA) will we be required to use the new Vendor Data Standard name and VLIN?

Response: For July 1st, all data exchange between agencies or institutions of payment or procurement transaction data that includes vendor data is required to include the Vendor Standard Name. After December 31st the VLIN will also be required in these data exchanges.

VCU Submitted Questions

- 1) Please describe the procedures DGS has already used, will use by June 30, or will use in the future to validate vendor's legal names; is there a schedule for this activity?

Response: DGS is using the IRS eServices utility to validate Tax ID and Legal Name.

- 2) Will the validated names be immediately included in the existing vendor reporting (like the 030) as the validation is done, or will there be a time lag?

Response: Existing registered vendors (45,000+) will be available in the 030 file no later than July 1st. Validated names for new registered vendors will be available the next business day.

- 3) Will the locations DUNS number still be included in the Vendor xml?

Response: Yes, the location DUNS will continue to be included in the Vendor XML for integration.

- 4) Can you identify the names of the xml tags to be used for the VLIN (especially) and other additions to the Vendor xml? (it would likely improve our ability to make system changes and comply with implementation target dates)

Response: For July 1st, there will be no changes to the Integration XML. For December 31st, there will be additional data that can be added to the XML and transmitted data. We anticipate working with all Integration Agencies/Institutions to determine what information the group wants transmitted. For example, not only VLIN but also data such as W-9 data or Payment Address.

- 5) When will VLIN numbers be assigned, and can you tell us anything about the format?

Response: VLIN values for existing registered vendors will be available no later than June 25th. Our current work schedule with CGI may have the VLIN assigned earlier in June but the schedule has not been set at this time. The format will be 'VA' plus a sequential number that will be fixed length 10 positions.

DEQ Submitted Questions

1. DEQ is a CARS interface agency. We have many instances in our vendor table where the vendor name matches the LGL_NAME shown in the eVa vendor 030 report but the 'pay to site' name and address are different from what is shown in the 030 file. Will the eVA vendor file be updated to allow for multiple 'pay site' names and addresses for the same 'Standard Vendor Name'?

Example 1: Vendor Name is different than Oracle 'pay site' name

TIN	eVA LGL_Name (030 Report)	Oracle Vendor Name	Oracle Pay Site Name
841441500	GALLAGHER AND ASSOCIATES, INC.	GALLAGHER AND ASSOCIATES	MCCOY AND ASSOCIATES INC

Example 2: Vendor Address is different than Oracle 'pay site' address

TIN	eVA LGL_Name (030 Report)	eVA Vendor Address	Oracle Pay Site Address
541282142	GALLAGHER-STONE, INC	916 main st 2nd floor Lynchburg,VA 24504	P O BOX 3013 LYNCHBURG VA 24

Response:

Example 1 - Vendors who need to have different Payee names than their IRS validated name will have to establish separate eVA location records in their Vendor Account and provide aW-9 Form to support this 'Trade As' name.

Example 2 – The address in the existing 030 Report is the Order Address. There will be a new 030x report that provides a Remit To/Payment Address. While this may still be different than what an Agency system has recorded for the payment address, at this time eVA's payment address is optional so an Agency may use a different address than is recorded in eVA.

2. In an earlier Q&A document the response to a JMU question was that vendors with multiple sites (e.g. DELL) would be contacted directly to verify a 'Location Standard Name'. Is this the 'Vendor Standard Name' we would transmit to DOA for payment even if it is different than the LGL_NAME?

Response: The response mentioned was in regards to those circumstances where our validation with the IRS eServices utility does not indicate a valid IRS name for the vendor. In these circumstances eVA staff will contact these vendors directly to obtain an IRS-verifiable name. From this validated IRS name eVA staff will establish a Vendor Location Standard Name for each vendor location record within an eVA vendor account. This standard name will be stored in the existing eVA LGL_NAME field. The Vendor Location Standard Name will conform to CARS edits. The Vendor Location Standard Name is the name that should be transmitted to DOA for payment.

3. The draft document details planned new versions of the Vendor 030 Report that will include VLIN, Remit To Address and DOA Suffix for each vendor.

- a. What do we need to do if the 'Remit To Address' we are currently using for payments is not shown in the file?

Response: For the July 1st deadline, Agencies will be allowed to use the Remit To Address they have on file if it is different than what is stored in eVA. The Remit To addresses available in eVA by July 1st will be for optional use. There will be procedures provided after July 1st to tell Agencies how to submit additional Remit To Addresses to eVA. There will be additional guidance published by December 31st regarding the use of Remit To Addresses from eVA.

- b. By July 1 we need to begin sending the correct 'Standard Vendor Name'. How soon will the new files be ready for our use?

Response: No later than June 25th.

SCC Submitted Questions

1. We only use eVA for posting certain bids and quick quotes so what would be the best way for us to receive the eVA Vendor data?

Response: Web services may be a good way. You can call a web service to get the commodities that a single eVA vendor is registered for or to get the commodities for all eVA vendors.

Would the Web Service be the best method for us?

(Web Service will return one record or the entire file - potentially 200K records - 44K existing 160K in CARS only)

Response: The vendor web service only provides data for procurement vendors, not for CARS only vendors. There are approximately 45,000 eVA vendors.

Will the Web Service return only Active Vendors or All Vendors on the file? If only Active, how would we know a vendor has become Inactive?

Response: Waiting on response from Mark Orlando.

What data will be required to pull back the information for a single Vendor from the Web Service?

Response: DUNS and TIN or TIN and 5digit ZIP from physical address.

What is the file format (XML, Text etc.) and layout (all columns or selected columns)? (Standard Vendor Name, Remit Address, VLIN, Suffix etc.)

Response: XML. See Web Services document.

Will the eVA file contain all four elements (Standard Vendor Name, Remit Address, Vendor Location Id Number and Suffix)?

Response: Yes, the getEVASupplier service will provide the Standard Vendor Name and VLIN. The getEVASupplierLocationAddresses will provide the Remit Address and Suffix.

Our Options:

- a. Replace data on our tables, how often?
** Extract daily - evaluate Last Date Modified and update those limited records.

Response: Vendors may make changes to their data 7 days a week. The eVA Vendor web services will be available 7 days a week.

- b. Replace Vendor data in files sent to CARS prior to uploading the file? Chanel prefers option "a". Our tables would not be storing the "true" vendor information sent to CARS.

Response: Procurement vendor data and payment data stored in agency systems should match the data sent to CARS and APA, which means the agency systems should store the eVA Vendor Standard Name, etc.

Will Contact information be included in the data download?

Response: Yes, the getEVASupplierLocationAddresses web service will provide contact information.

2. Vendor Export File - 030 Report.

What is the 030 Report? Do we currently get the 030 Report?

Is it a file or report?

Response: There is an 030 Report and an 030 File. The report and the file is available for people who have access to the Technical Page in the Reports & Documents application within eVA. Agencies can also load a JAVA program on their server to automate downloading the 030 File. The 030 File is a flat file.

Is there any cleanup on our file that we can do prior to July 1 by using the data from the 030 Report – use it to compare against our data?

Response: Yes. The 030 Report/File format is not expected to change for July 1. Prior to July 1, there will be a data fix to make the data in the existing name field conform to standards for the Vendor Standard Name. Each records includes the eVA Vendor ID, the DUNS number, the TIN and Ordering Address (including the ZIP code). Many agencies use this file to match to their agency vendor file based on DUNS or TIN and ZIP. Additional types of flat files similar to the 030 file will be created that include the VLIN. The technical document published on the VITA Data Standards site provides details of the additional files.

3. How do we get our Vendor data on eVA?

What is the file format and layout? What will the primary key be? TIN?

Response: There will not be an interface of vendor data coming into eVA from agency systems. If a vendor is not in eVA, the agency should ask the vendor to register in eVA. If any of your vendors are unwilling to join eVA then these will be added to eVA as "State Entered Vendors". The July 1st deadline is in regards to vendors that self-register in eVA. Procedures will be established after July 1st to allow Agencies to load their remaining vendors into eVA.

Beginning 7/1, should our Vendors register with eVA or do they continue to notify us and then we register them using the State Entered option?

Response: Vendors should register with eVA.

How would we know if the vendor wanted to be a Self Registered or State Entered vendor?

Are there any requirements for being Self Registered vs. State Entered?

Is State Entered for adhoc vendors only?

Response: Vendors who agree to go to the eVA website and register would be "Self Registered". If a vendor refuses to join eVA, then they will be added to eVA as "State Entered" vendors. These vendors have been called "adhoc" vendors in the past. The procedures to add them will be provided after July 1st.

How would we know or track that they are only used as an adhoc vendor? How would that be regulated? What would keep all vendors from being State Entered (no fee)?

Response: The procedures for State Entered vendors will be defined after July 1.

4. Is it true that only Agencies and Institutions will have the ability to enter State Entered vendors?

Response: Yes. State Entered vendors will be entered into eVA by Agency or Institution staff.

Is the only option Self Registered (requiring a registration fee) for the Vendor to register themselves?

Response: Self Registered vendors can do so on-line or they may submit paper registration packages for entry by eVA vendor support staff.

5. Will Agencies and Institutions not using eVA for procurement be required to start sending its data quarterly or will CARS send it? Currently, CARS must be sending it, we don't. Will that continue?

Response: Agencies will be responsible for sending APA data for purchasing transactions not processed through eVA. CARS will not provide purchasing data to APA. CARS will only send payment data for payment transactions processed through CARS.

Agencies and Institutions that don't use CARS, are they the only ones that will need to report there data to Data Point?

Response: All Agencies and Institutions must send all of their payment data to Data Point. Payments processed through CARS will be sent to APA from CARS. Agencies will be responsible for sending payment data that did not go through CARS to APA.

6. Is it known at this point what columns will be validated once the edits are in place - Vendor Name, what other data will be validated (TIN, VLIN, Suffix, Remit Address etc.)?

Response: No, assuming the question relates to CARS edits.

7. Will the Vendor Location Id Number (VLIN) and Suffix be used to support multiple Trade Names for a TIN?

Currently, the division determines if Supplier Name is populated with the Trade Name or the main Supplier Name – this means we can't tell them apart. Does this matter? Is historical data affected or are all references by Supplier Number or TIN?

Response: Vendors with multiple ordering locations that have the same TIN will each have their own unique VLIN. Each ordering location may have one or more payment addresses. Payment addresses will contain a Suffix.

8. Is the assumption correct, if the Vendor exists on eVA's file then there is a W9 on file for them? W9's will be required before setting up a vendor. Is this true for historical data on eVA?

Response: Eventually, there will be W-9 information for every eVA vendor including historical data (vendors who are no longer active). DPS is working diligently to have W-9 information validated for all self-registered vendors by July 1. However, this may not be complete by July 1. There is a flag on each vendor ordering location record that indicates whether the Vendor Standard Name has been validated and when. If that flag indicates that the Vendor

Standard Name has been validated, then that vendor has W-9 information on file.

Is that being taken care of on eVA's side or do we still need to confirm and provide the W9 if we have one in the situation that one does not exist on eVA?

Response: The data standards requires that eVA capture W-9 information for vendors by December 31st. Current plans are to initiate this W-9 data capture effort after July 1st. Further guidance regarding W-9s will be published after July 1st. Until that time, Agencies and Institutions should continue their current practices regarding W-9 information.

If a record contains the correct TIN but the wrong name, will it end up on the error report?

Will we have to request error records be deleted on the CARS side so we can fix the Vendor Name and resubmit the record or will we be able call DOA to fix it for us?

Once the edits are in place, if the TIN is not on eVA, will the transaction be allowed to process successfully?

Response: DOA will provide an answer at a later time.

9. How will eVA's data structure fit into Oracle where a Supplier's Site can be the parent to another site?

Response: In eVA, an ordering location can be the headquarters (parent) location. If the ordering location is not the headquarters, a parent location is associated with that location. eVA supports an unlimited number of 'child' locations.

10. Current Supplier Organization:

In Oracle, we can link Supplier ABC (Parent) to XYZ (Child) by entering in the Parent Supplier Name text box on the Child record, ABC. ABC and XYZ would have separate Supplier records – you would not see a Supplier record for ABC with a Site of XYZ. How would we support this?

Response: eVA's vendor structure works similarly to what is described above.